

Resource Family Approval (RFA) - Project Management Team (PMT)
Conference Call / Webinar Meeting Minutes
July 18, 2013 · 10:00 – 12:00

PURPOSE OF MEETING

- To review DRAFT Terms and Conditions
- To review DRAFT Written Directives
- Discuss Next Steps

PARTICIPANTS

CDSS
Consortium for Children
Kern County
Kings County
San Francisco County
San Luis Obispo County
Santa Barbara County
Santa Clara County

Introductions

RFA Update and Timeline

- Reviewed RFA purpose statement.
- San Luis Obispo will be implementing first beginning October, 2013, and the four other counties in January of 2014.
- CDSS has developed DRAFT Written Directives and Terms and Conditions, and is inviting counties to provide input and feedback.
- CDSS is researching approval requirements for the Terms and Conditions; is a resolution for the county Board of Supervisors needed?

Review of DRAFT Terms and Conditions

- Went over the different roles and sections contained in the Terms and Conditions.
- There were no questions or comments.

Review of Sections in the DRAFT Written Directives

- **Section 1: Introduction**
 - **01-01 Q: Once RFA is implemented in January, what happens to the CCL regulations?**
A: New regulations (written directives) will be in effect with new Resource Families.
Existing regulations will remain in place with all other families.
- **Section 2: Authority** – No comments or concerns
- **Section 3: General Requirements**
 - **03-04 Q: Does RFA have to be with a select population or all new families? Is there flexibility?**

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A: Once implemented it has to be countywide, which means all families coming through the door will be Resource Families. Agreement made to discuss this further.

○ **03-06 Q: How does the grievance process work with consideration of the Harris Lawsuit?**

A: Needs to be looked into.

○ **03-07 Q: If applicant is deployed or is unavailable for the annual update will they be put on hold?**

A: Not necessarily, it could be done over the phone.

Comments: Counties currently interview all adults in the home but not the children. It's important to interview all the adults, and work with the social workers for the children.

Q: What happens if the Resource Family does not meet approval standards during the annual update, will they be closed? Give the family time to come into compliance? Can they have a year-long license, with the expectation that they renew?

A: To be discussed further.

Q: Is annual update done on the permanency assessment or the home approval?

A: RFA is one assessment that covers both as a whole.

Q: Why would an adoptive home need to renew their home study annually?

A: It is in statute that an annual update is completed. Also, it is a Resource Family not an Adoptive Family.

● **Section 4: Forms and Definitions**

○ **04-01 Q: Is there a health screen form?**

A: Documentation of applicant's physical health is required however there is not an RFA standardized form. Health screen documentation may be included in whichever tool the county chooses to use in the assessment process.

04-02 Add "guardianship" to definitions.

● **Section 5: Approval Process**

○ **05-01(a)(1) Q: Can a Non-minor Dependent be a relative caregiver to a sibling?**

A: Majority think it should be a case by case decision.

○ **05-01(b)(4) Q: Does the family need to demonstrate financial stability for the existing family or a family with children placed in the future?**

A: The intent of statute is to demonstrate the ability to provide for children to be placed in their home.

Comment: Need to make expectation clear.

○ **05-02(d)(1) Q: What is the need for proof of identity?**

A: To be discussed further.

○ **05-02(d)(3) Q: When are you allowed to request a mental health assessment?**

Comment: We need a vehicle to explore mental health issues.

A: To be discussed further.

○ **05-02(d)(5) Q: Do we require a death certificate?**

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A: Karen Gunderson will raise this issue internally to see if we want to apply this to everybody.

Comments: Death certificate is required for spousal consent for adoption. Maybe separate the two so that it is part of the adoption plan.

- **Section 6: Home Environment**

- **06-01 Q: Should building permits be included or required for alterations to a home?**

Comments: Some counties think it needs to be included other counties want to keep it more flexible and broad.

To be discussed further.

- **06-05(A)(2) Q: Will we put a cap on the exception to exceed the total capacity of 6?**

A: Currently the cap for a licensed foster home is up to 8. We can look at this and make a decision for RFA.

- **Section 7: Assessment Process**

- Q: Is there an abbreviated assessment for the annual update?**

A: CDSS will look at clarifying what is being looked at in the update and further explore an abbreviated assessment.

- **Section 8: Placement**

- **08-02(2)(B)(i) Q: What does the county do if a family does not comply within 90 days to complete the permanency assessment? Do they let the family go?**

A: IV-E funding does not begin until the home is approved.

- **Section 9: Written Assessment**

- Need to add kin-gap to d)(11)

- **Section 10: Training Requirements**

- **10-01: Change Pre-Placement to Pre-Approval**

- **10-02(a): Include trauma informed training.**

Comment: Will discuss other training ideas, and required hours at our next meeting.

- **Will finish the review of Written Directives at next meeting.**

Discussed Best Ways to Receive Feedback

- Most agreed that an in person meeting is difficult due to travel and expense.
- Suggestion: Have certain people attend in person meeting while the rest of the team can join meeting via conference call.
- Team agreed to have one more webinar and get further along in the process before having an in person meeting.

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- Best way for feedback to be provided at this time is in writing via email.

Next Steps

- Counties will provide written feedback by August 1, 2013 to CDSS. Feedback can be sent to Christina.desmet@dss.ca.gov who is the point of contact.
 - We will review and discuss the feedback provided in order to work towards completion of the final document at our next PMT meeting.
 - CDSS will work on the Implementation Plan
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Next Conference Call/Webinar Scheduled For: August 19, 2013

- Call-in information and webinar invite to be emailed in advance